



## **JOB OPPORTUNITY NOTICE**

**JOB TITLE:** Executive Secretary  
State Milk Board

**CLOSING DATE:** June 30, 2007

**JOB LOCATION:** Jefferson City, Missouri

**SALARY:** \$50,000-\$70,000 Per Year  
Commensurate with Education and Experience

### **Definition**

The individual in this position serves as Executive Secretary of the State Milk Board for the State of Missouri and must have the expertise to accomplish the goals of the Board. These goals are to create uniformity and economy in the inspection of milk to ensure a quality of milk and milk products that can be transported without restriction within the State and throughout the United States.

Under the direction of the State Milk Board, the Executive Secretary oversees the statewide enforcement of Grade A and manufactured grade milk control programs. Work includes responsibility for development and implementation of program policies and procedures to ensure compliance with regulations and guidelines.

**Examples of Work Performed** (This position may not include all of the duties listed nor do the listed examples include all tasks which may be found in this position.)

Plans, directs, and coordinates the activities of the Milk Board programs involving administration of laws, rules, and policies for the regulation of effective sanitary control of milk and milk products.

Prepares program budgets, reports, and correspondence, maintains fiscal control and directs the maintenance of necessary records.

Directs official actions relative to the regulatory responsibilities within the milk control programs.

Represents the State Milk Board at conferences and seminars related to milk control activities.

Acts as a liaison with various committees of the Board and the State Milk Board advisory committees, with the dairy industry of the State of Missouri, and with state legislators concerning constituency problems that relate to the dairy industry of the State.

Reviews and updates rules pertaining to the milk control programs of the State of Missouri.

Represents and promotes the interests of the State Milk Board with industry and regulatory persons throughout the nation to assure the efficient export of dairy products from the State of Missouri.

Negotiates and evaluates contracts for milk inspection services.

Prepares agendas for all Board meetings and disseminates the minutes of all Board proceedings to Board members.

Authorizes or recommends the selection, assignment, and discipline of Milk Board staff.

Trains and assists subordinate personnel employed within the milk control programs of the State Milk Board jurisdiction.

Completes and maintains monthly reports of programmatic activities.

Travels throughout the State of Missouri for consultation with both industry and regulatory persons to develop and maintain uniformity of compliance under existing regulations within the certification programs.

### **Required Knowledge's, Skills and Abilities**

Thorough knowledge of all aspects of the dairy industry.

Thorough knowledge of applicable state and federal regulatory statutes and regulations.

Considerable knowledge of the principles and practices of administration, supervision, organization, budget, and fiscal management.

Ability to develop, interpret, and enforce statutes, rules and policies.

Ability to establish effective communications with dairy industry personnel throughout the state and nation.

Ability to establish and maintain effective working relationships with government officials, milk handlers, milk producers, personnel in milk marketing cooperatives, other industry representatives, and the general public.

Ability to quickly evaluate unsatisfactory conditions within the various milk control programs and to develop acceptable solutions.

**Minimum Experience and Training Qualifications** (The following statement represents the minimum experience and training standards required. Equivalent substitution will be permitted in case of deficiencies in either experience or education.)

A minimum of four years of administrative experience in the field of dairy science or related area of expertise, and graduation from an accredited four-year college or university with a specialization in dairy production, food science and nutrition, or related biological sciences. Masters degree in a related field is preferred.

**Please email resume to:**      [rachel.bax@mda.mo.gov](mailto:rachel.bax@mda.mo.gov)

Or mail to:

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